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5 August 1953

MEMORANDUM FOR: Inspector General

SUBJECT : Inspection of the Office of Training

1. A "Survey of the Office of Training" is in preparation, and the completed parts are being presented herewith for your review in connection with subject inspection. Transmittal of the remaining materials will be made to you as rapidly as they are completed and in the order listed in the index to the Survey.

2. The initial presentation of materials includes:

a. General Statement: - which contains the index to the Survey, sets forth its purpose, and presents a concept of the Agency training problem.

b. Appendix No. I: - which contains the organization and responsibilities of the Office of Training and its major components, and the regulatory issuances governing the exercise of the training function within the Agency and within the Office of Training.

c. Appendix No. II: - which contains the Office of Training Budget for FY 1954 and FY 1955.

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MATTHEW BAIRD  
Director of Training

Enclosures

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